

## 26. Earth Science On-Line Directory Administration

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The Earth Science On-Line Directory (ESOD) is a combination of HTML web pages and a number of Common Gateway Interface (CGI) programs that are called from the HTML web pages in order to communicate through the Advertising Server to Data Server and Communications subsystems within the ECS. The web pages provide an interface that allows users to:

- **Submit new advertisements-** Any user can submit advertisements via the ESOD by filling out an HTML generated form and submitting the request through a CGI program to the Advertising Server. New advertisements are not initially visible to other users. The new advertisements must first be approved through a moderator.
- **Moderate (approve) advertisements-** Certain users, typically an operator at a DAAC, are designated as moderators. Moderators are given the privilege to review submitted advertisements and approve them. Moderation HTML pages are included as part of the ESOD and are accessible to those users who have been given access.
- **Search for advertisements-** General users can search for Earth Science related data and services through the web interfaces of the ESOD. Searches can be done in a variety of ways that include wild card text searches.

ESOD provides the Advertising Service interface. It is the medium through which scientists can advertise data and services specific to the Earth Science discipline. ESOD receives entries over the Web from non-ECS users and internal entries from the Advertising Server. The Advertising Server is a background process that interacts with the Advertising database for searching, inserting, and updating advertisements. When inserts, updates, and deletes messages are sent from clients to the Advertising Server, they are sent to the Advertising Server running at the DAAC that has been designated as the “master” site. As a consequence, when an update is made to the Advertising database, those changes are replicated out to the other sites in the system by the Sybase Replication Server causing data to be synchronized across sites.

The Advertising Service accepts four types of entries:

1. non-Web service advertisements,
2. installable service advertisements,
3. signature service advertisements
4. Web service advertisements,

Much of the day-to-day support of ESOD comes from reviewing requests from Web users to add new contributions to the directory. Additionally, the ESOD allows Web users to request modifications to entries already in the directory, or deletion of existing entries. The review

process involves ensuring the entries adhere to current content standards. To enable more flexible management, ESOD has a moderation group. When a contributor requests a new entry, he/she specifies which of the available groups it should go into. The group then determines who is notified of the entry and who is allowed to approve it.

ESOD also permits users to query the on-line directory over the World Wide Web. Through a series of easy-to-use HyperText Markup Language (HTML) pages (also referred to as screens), researchers submit requests to create an entry, update an entry, delete an entry, or register as a provider (moderation group). In addition, users can download an installable advertised service directly to their supported Unix workstations.

**NOTE:** Special care should be taken to guard against computer viruses when accepting installable advertised services.

Moderation Groups are areas of interest to the ECS community; for example, Air-Sea Interaction and Biological Oceanography. The ESOD Administrator (DAAC System Administrator) assigns a Moderator (Data Specialist) to each Moderation Group. The Moderator reviews contributors' requests, ensuring that all required information is included, and taking into consideration any other requirements established for his or her DAAC ESOD and for the Moderation Group. The Moderator will either accept or reject a request, and ESOD will automatically forward an email to the contributor notifying him or her that his/her request is accepted or rejected.

A variety of security features such as routers, DCE, Netscape ensure only authorized access to DCE servers and updates to the IOS database. DCE is the software system that enables ECS components, including Common Gateway Interface (CGI), to access the Advertising Service from a variety of computer operating systems located at different sites. DCE also allows more than one user to access the same Moderation Group at the same time. Access is carefully controlled. Moderators are assigned access through DCE. They operate from workstations with IP addresses authorized through the Netscape Enterprise Server via chained query at the IOS server Security Library which is part of the Access Control List database. The Netscape Enterprise Server Administrator is responsible for maintaining ID filtering. Every moderator must be listed on the DCE resource access control lists, which includes the name of the moderator and level of authorized activity; for example, read and write privileges. The ESOD Administrator maintains Moderation Groups and links them through the group resource to the DCE security system.

On-site M&O is responsible for ESOD Administration and Moderation to ensure that ESOD runs smoothly and that users can access the information they want as well as submit requests to be shared throughout the ECS community. Table 26-1 describes the common operator functions performed using ESOD.

**Table 26-1. Common ECS Operator Functions Performed with the ESOD**

<b>Operating Function</b>	<b>Command/Script or GUI</b>	<b>Description</b>	<b>When and Why to Use</b>
Administration	ESOD Administration and Moderation Main Screen	Operator navigates to this URL to select Administration	The operator is acting as an authorized ESOD Administrator to list, create, update, and delete moderation groups
Moderation	ESOD Administration and Moderation Main Screen	Operator navigates to this URL to select Moderation	The operator is acting as an authorized ESOD Moderator to moderate their group's queue of requests.
Select Group	ESOD Moderation Main Screen	Moderator clicks on radio button for selected group and enters their DCE account name and password	Moderator reviews the requests in the queue for either display, accept all, accept selected, or reject/delete.

The Activity Checklist table that follows provides an overview of M&O procedures for administering IOS. Column one (**Order**) shows the order in which tasks might be accomplished. Column two (**Role**) lists the Role/Manager/Operator responsible for performing the task. Column three (**Task**) provides a brief explanation of the task. Column four (**Section**) provides the Procedure (P) section number or Instruction (I) section number where details for performing the task can be found. Column five (**Complete?**) is used as a checklist to keep track of which task steps have been completed.

**Table 26-2. ESOD Administration - Activity Checklist**

Order	Role	Task	Section	Complete?
1	Moderator (Data Specialist)	Approve a Request	(P) 26.2	
2	Moderator (Data Specialist)	Reject a Request	(P) 26.2	
3	DAAC System Administrator	Create Moderation Group	(P) 26.3.1	
4	DAAC System Administrator	Update Moderation Group	(P) 26.3.2	
5	DAAC System Administrator	Delete Moderation Group	(P) 26.3.3	

## 26.1 Accessing ESOD

An external user can invoke the Custom Advertising Tool by clicking on the **ESOD Administration and Moderation** from the ECS Desktop or alternatively, via the URL `http://<hostname>:<port#>`. This will invoke your World Wide Web Browser that supports HTML 3.2 and is Secure Socket Layer (SSL)-enabled, such as Netscape Navigator. The **ESOD Administration and Moderation** Screen will appear.

The moderator can access the moderator page by using the URL `http://<host name>:<port #>|IoAdEsodamHome.html`.

From most screens, Administration, Moderation, or Help you can return to the ESOD screen by clicking on the appropriate button on the bottom of your screen. Use the navigation bar on the left to go back to ESOD home.

Fields with a red check mark next to them are required fields. Any attempt to perform a function while leaving required fields blank, will result in an error message. The error message will list the fields left blank and request that they be filled in before you can continue.

If you want to return to a previous screen, click on the **Back** button, at the top left of the screen. Clicking on the **Forward** button, also at the top left, will take you to the next screen, if you have been there previously.

## 26.2 ESOD Moderation

An ESOD Moderator reviews each submitted request to create an entry or to modify an existing entry or delete an existing entry. The Moderator will either accept or reject the request. The Moderator can edit the request before he or she accepts it, or leave it in the queue for later action. The Moderator must be on the DCE resource access control list defined for that group. Each action requires that Moderator Verification Information be entered: ECS Username and ECS password. (This is the DCE user name and password.)

To process a request, perform the following:

1. On the ESOD Administration and Moderation screen, click on **Moderation**.

The **Moderation** screen appears.

2. Click on the button to the left of the **Moderation Group** whose request list is to be evaluated (moderated). Note that the number of requests to be moderated is provided next to each group name.

3. Enter Moderator Verification Information:

- a. ECS Username
- b. ECS Password

4. Click on Display Requests

5. If the ECS Username and ECS Password are correct, the **Moderation Queue for Selected Moderation Group** screen is displayed. These requests are either new submissions for acceptance as entries, or changes to existing entries, or requests to delete entries.

Select the request, and click on **Display** to review it or use either of "Accept All" or "Accept Selected" or "Reject/ Delete"

**Moderate Advertisement** screen appears. The title of the screen includes the type of advertisement displayed.

6. **IF** the request is a change to an existing advertisement, you may get the **Obsolete** screen. This screen lists all other requests which concern the same request that you have selected. Should you accept the selected request, all other requests will be rejected automatically. At this point you can review any of the requests listed and decide whether to continue with your original selection or select one of those listed.

7. Whether the request is to create a new entry or to modify or delete an existing one, you will access the applicable Moderate screen via the **Display**.

- a. You will see **Comments to Moderator**, if the Contributor included any; **Title**; and **Description of the entry**, if included. You can edit the description field
- b. Next, the Moderation Group is identified, having been selected by the Contributor. The field "Valid for another" indicates how long the Contributor has specified that this advertisement will be valid. The Moderator can modify the date. (The system will automatically delete the advertisement on the specified date.) Also on the screen are the Contributor's e-mail address (required) and phone number (optional). The field "Comments to contributor" is the last field to be filled in by the Moderator; for example, to identify cross references to this topic, if any; if rejected, to state that no valid provider exists for this entry; to inform the contributor that this entry is being linked to related entries.
- c. At the bottom of the screen, these options are available:
  - 1. **Preview request.** Moderator can view the request as the user will see it.
  - 2. **Save for later review.** Save changes and store record for later consideration.

3. **Accept Selected Request.** Accept the record and send e-mail to the contributor notifying him or her that the request is accepted; Moderator comments and Advertisement ID are included in the e-mail.
  4. **Reject/ Delete Request.** Delete request and send e-mail to Contributor, notifying him or her that the request is rejected; includes Moderator comments.
  5. **Reset Form.** Cancel changes and store record for later consideration.
- d. When the entry is accepted, a screen pops up to notify you that the "Request has been successfully accepted." The Contributor's name and email address are included as well as advertisement ID. A similar screen pops up when you reject the entry.

**Table 26-3. ESOD Moderation Quick-Step Procedures**

Step	What to Enter or Select	Action to Take
1	ECS ESOD icon	Click icon
2	Moderation	Click folder tab
3	Button for <b>Moderation Group</b> to be evaluated	Enter
4	ECS Username	Enter
5	ECS Password	Click
6	Requested entry	Select
7	Display selected request button	Click
8	If required, <b>Description</b> field	Modify
9	If required, <b>Valid for Another</b> field	Modify
10	<b>Comments to contributor</b>	Enter
11	<b>Accept Request</b> button -or- <b>Reject Request</b> button	Click

## 26.3 ESOD Administration

The DAAC System Administrator as the authorized ESOD administrator can create, update, and delete moderation groups. The administrator must have a DCE account with write access to the applicable DCE resource; for example, "ESODAdmin." Each action requires that Administrator Verification Information be entered: ECS Username and ECS password. (This is the DCE user name and password.)

### 26.3.1 Create a Moderation Group

- 1 On the ESOD Administration and Moderation screen page, click on **Administration**.
- 2 On the Administration screen, click on **Create Moderation Group**.
- 3 Fill in the following information:

- a. Name of Moderation group.
  - b. Description of the group
  - c. Moderator's name. (The Moderator identified on this screen is the primary moderator. More than one moderator can be identified for the DCE resource access control list. The system is flexible to ensure adequate staff backup.)
  - d. Moderator's e-mail address (must be current).
  - e. DCE resource required to moderate the group.
- 4 Enter Administrator Verification Information:
  - a. ECS Username
  - b. ECS Password
- 5 Click on **Submit** or **Reset Form**.
  - a. Click on **Submit** to submit the newly created moderation group. A screen will pop up stating that "New moderation group successfully created"; and that the Moderator has been notified, via email, that the group has been created. When the Submit fails, the screen will indicate the reason for failure, such as fields that need information or that such a group already exists.
  - b. Click on **Reset Form** to clear the fields.

**Table 26-4. Create a Moderation Group Quick-Step Procedures**

Step	What to Enter or Select	Action to Take
1	ECS ESOD icon	Click icon
2	Administration	Click folder tab
3	Create Moderation Group	Click text
4	Name of Moderation group	Enter value
5	Description of Moderation group	Enter value
6	Moderator name	Enter value
7	Moderator Email address	Enter value
8	DCE Resource	Enter value
9	ECS Username	Enter value
10	ECS Password	Enter value
11	Submit button	Click

### 26.3.2 Update a Moderation Group

- 1 On the ESOD Administration and Moderation page screen, click on **Administration**.
- 2 On the Administration screen, click on **Update Moderation Group**.

- 3 Currently active Moderation Groups are listed.
- 4 Select the group you want to update and click on the **Display Form** button. The Update ["Group Name"] screen is accessed.
- 5 Modify any of the following information:
  - a. Name of Moderation group.
  - b. Description of the group
  - c. Moderator's name.
  - d. Moderator's e-mail address (must be current).
  - e. DCE Resource required.
- 6 Enter Administrator Verification Information:
  - a. ECS Username
  - b. ECS Password
- 7 Click on **Submit** or **Reset Form**.
  - a. Click on **Submit** to accept the updates. A screen will pop up stating that an e-mail has been sent to inform the Moderator of the changes.
  - b. Click on **Reset Form** to cancel the changes.



**Table 26-5. Update a Moderation Group Quick-Step Procedures**

Step	What to Enter or Select	Action to Take
1	ECS ESOD icon	Click icon
2	Administration	Click folder tab
3	Update Moderation Group	Click text
4	Name of Moderation group	Click
5	Display Form button	Click
6	Name of Moderation group	Enter information
7	Description of subject	Enter information
7	Moderator name	Enter information
8	Moderator Email address	Enter information
9	DCE Resource	Enter information
Update the following as required		
10	ECS Username	Enter information
11	ECS Password	Enter information
12	Submit button	Click

### 26.3.3 Delete a Moderation Group

- 1 On the ESOD Administration and Moderation PAGE screen, click on **Administration**.
- 2 On the Administration screen, click on **Delete Moderation Group**.
- 3 Currently active Moderation Groups are listed.
- 4 Select the group you want to delete and click on **Display Form**.
- 5 The Delete Modernization Group ["Group Name"] screen is accessed.

**NOTE:** A warning message tells you the number of entries that will be deleted when you delete the group. Be sure to review the information carefully to be certain you want to delete this group.

- 6 Enter Administrator Verification Information:
  - a. ECS Username
  - b. ECS Password
- 7 Click on **Submit** or **Reset Form**.
  - a. Click on **Submit** to delete the group and all associated advertisements and requests. A screen pops up, identifying the record that has been deleted and that a message has been sent to notify the Moderator.
  - b. Click on **Reset Form** to cancel the delete.

**NOTE:** You will be unable to delete a group if the group has providers in it who are used by other groups. You will have to change the providers (reassign them) and then try to delete the group again.

***Table 26-6. Delete a Moderation Group Quick-Step Procedures***

<b>Step</b>	<b>What to Enter or Select</b>	<b>Action to Take</b>
<b>1</b>	<b>ECS ESOD icon</b>	<b>Click icon</b>
<b>2</b>	<b>Administration</b>	<b>Click folder tab</b>
<b>3</b>	<b>Delete Moderation Group</b>	<b>Click text</b>
<b>4</b>	<b>ECS Username</b>	<b>Enter value</b>
<b>5</b>	<b>ECS Password</b>	<b>Enter value</b>
<b>6</b>	<b>Submit button</b>	<b>Click</b>